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CAMP LEJEUNE, NORTH CAROLINA 28542-5001

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BASE ORDER 12792.1D

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From: Commanding General
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Subj: MEDICAL EXAMINATIONS AND SERVICES FOR CIVIL SERVICE EMPLOYEES

Ref: (a) FPM/CPI 339 (NOTAL)
(b) BO 12715.1A
(c) BO 12752.1
(d) OPNAVINST 6260.2 (NOTAL)
(e) OPNAVINST 5100.23 (NOTAL)
(f) BO 6262.1A
(g) BO 6260.4B
(h) BO 6260.5
(i) NAVHOSPINST 5000.1 (NOTAL)
(j) BO 12810.1A

Encl: (1) Procedures for Obtaining Medical Services
(2) Hazardous Occupations

1. Purpose. To set forth policy and to provide instructions and guidance to all personnel concerning the various medical examinations and services applicable to civil service employees, in accordance with references (a) through (j).

2. Cancellation. BO 12792.1C.

3. Information. While health maintenance is primarily the responsibility of the individual employee, the Department of the Navy has an obligation to provide a safe work environment for employees. The Department of the Navy also has a valid interest in preventing loss of work time and work efficiency resulting from employees' ill health. Employee health is, therefore, an integral part of progressive personnel management. Good personnel utilization involves effectively using, conserving, and developing human resources to accomplish missions with minimum cost, and to meet national, social and economic objectives.

a. Medical Examination Authority

(1) Individuals who apply for, who occupy or who are otherwise considered for a position which has physical/medical standards for selection or retention, physical requirements, or which is part of an established program of medical surveillance related to occupational or environmental exposure or demands, may be required to report for a medical examination prior to appointment or selection, on a regularly recurring, periodic basis or whenever there is a direct question about an employee's continued capacity to meet the physical or medical requirements of the position.

(2) Employees receiving workers' compensation benefits or assigned to limited duties as a result of an on-the-job injury may be required to report for a medical examination when a position has been identified in which it is believed that the employee can perform with the employee's medical limitations.

(3) Individuals who make a request for medical reasons for a change in duty status, assignments, working conditions or any other benefit or special treatment may be offered a medical examination when necessary to verify clinical findings and current clinical status before granting, supporting or acting further on the request.

b. Examining Physician. When a medical examination is ordered or offered by this activity, the examining physician will be designated by the activity, but the

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individual to be examined may submit medical documentation from his or her own personal physician, which the activity shall review and consider.

c. Payment for Examination. Applicants/employees for whom a medical examination is offered or ordered will not be responsible for payment of the examination. However, applicants/employees will pay for a medical examination conducted by a private physician selected by the applicant or employee.

4. Action. Organizational Commanders, Heads of Staff Sections, and Department Heads will ensure all supervisors are thoroughly familiar with the contents of this Order and that the Order is made available to employees upon request.

5. Concurrence. This Order has been coordinated and concurred in by the Commanding Officer, Marine Corps Air Station, New River and the Director, East Coast Commissary Complex.


J. S. CARROLL
Chief of Staff

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PROCEDURES FOR OBTAINING MEDICAL SERVICES

1. Pre-Placement Medical Requirements. It is the policy of the Office of Personnel Management to require that applicants have only the minimal medical capacities which are necessary for safe and efficient work performance. To effect this policy, physical standards have been developed for specific jobs and groups of jobs to ensure that applicants and employees have the physical ability to perform the duties of the positions to which appointed without hazard to themselves or others. Appointing officers are authorized to determine that applicants meet the appropriate requirements for employment in competitive positions. They are also authorized to eliminate an applicant or employee from consideration for appointment to a specific position for failure to meet appropriate medical requirements. The appointing officer's determinations will be made on the basis of information provided in Standard Form (SF)-171 (Application for Federal Employment) and Standard Form (SF)-177 (Statement of Physical Ability for Light-Duty Work) or Standard Form (SF)-78 (Certificate of Medical Examination) and the pre-employment medical tests.

2. Procedures

a. Light-Duty General Schedule Positions. For appointments to General Schedule positions, an SF-177 will be completed by the applicant. If, as a result of the replies on the SF-177 or personal observation, the appointing officer has a direct question about an applicant's capacity to meet the medical or physical requirements of the job, he/she may require applicant to undergo a medical examination as a prerequisite to employment in the position. (See procedures for medical exams in subparagraph 2c (below).

b. Wage Grade and Other General Schedule Positions. All applicants selected for Wage Grade and General Schedule positions excepted by subparagraph 1a above, will complete an SF-177. For these employees a medical examination is also required. See subparagraph 2c (below).

c. Medical Examinations. Applicants and employees required to undergo a medical examination will be examined at the Occupational Health Clinic and the examination results recorded on an SF-78. The Civilian Personnel Division will schedule the appointment and will originate the SF-78 entering all required information on the form other than preliminary examining data and the examining physician's report. The applicant will take the form to the Occupational Health Clinic who will perform preliminary examining duties and arrange for the applicant to be examined. Parts C and D of the SF-78 will be completed by the examining physician. Parts D through F will be returned to the Civilian Personnel Division. The Employment Superintendent is responsible for reviewing the completed medical certificate to determine if the applicant or employee meets the physical requirements of the position for which he/she is being considered. If the applicant meets the requirements, parts A through C of the SF-78 will be filed by the Occupational Health Clinic in the employee's medical record. Parts D through F will be filed in the employee's Official Personnel Folder. When practicable, the medical tests and examination will be conducted at the same time.

3. Separation Medical Requirements. All civilian personnel who terminate service with the Navy or Marine Corps shall, to the extent feasible and desirable receive medical examinations. All employees enrolled in any special surveillance programs shall also have the proper examinations prior to termination of their employment. The tests will be conducted at the Occupational Health Clinic, Building 65, on all employees. In complying with the checkout procedures set forth in BO 12715.1A, attention should be given to the work schedules of the appropriate examining facilities to allow for the tests to be made. These examinations will be scheduled with the Occupational Health Clinic by the employee's supervisor at least ten days prior to separation.

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4. Hazardous Occupations

a. All employees subject to exposures hazardous to their health and all employees whose defects may endanger the health of themselves and/or others shall be given health examinations at intervals sufficient to ensure that necessary precautions may be taken to maintain and improve their health and efficiency. Enclosure (2) is a partial list of hazardous occupations. Additional occupations may require examination as determined by the Occupational and Preventive Medicine Service.

b. Procedure. Physical examinations of civilian employees shall be made in accordance with the existing rules and regulations of the Office of Personnel Management and with instructions issued by or under the direction of the Secretary of the Navy in regard thereto. Examination schedules will be maintained by the Civilian Personnel Office. An SF-78 will be originated for each employee and forwarded to the Occupational Health Clinic in accordance with the schedules. The Occupational Health Clinic will arrange for the examination. Thereafter, the SF-78 will be used and processed as prescribed in paragraph 1b(3), above. The Administrative Office of the unit concerned will be notified of the time and date the employee is to report to the Occupational Health Clinic, Building 65, for examination.

5. Influenza Vaccinations

a. Influenza vaccination of all employees may be given annually on a voluntary basis.

b. Procedure. When Preventive Medicine has vaccine available for Civil Service employees, the Civilian Personnel Division will be notified and a notice published in the Civilian Personnel Officer's Memorandum. Vaccinations will be provided prior to the flu season or as soon thereafter as possible.

6. Motor Vehicle Operators

a. Background. Separate instructions for Marine Corps Base Personnel require that one copy of Standard Form (SF)-47 (Physical Fitness Inquiry for Motor Vehicle Operators), be completed and submitted with each application for a Government Motor Vehicle Operator's Identification Card.

b. Procedure. The supervisor concerned will assist the employee in completing the SF-47. The form and an SF-46 indicating the class of license requested will then be sent to the Occupational Health Clinic, Building 65, for review and comparison with the employee's medical records. If the medical records and SF-46 do not indicate a need for a physical examination, the appropriate certification will be made on the SF-47 and the form will be forwarded to the Motor Transport Licensing Section. If the SF-46, the SF-47 or the employee's medical record indicate that a physical examination may be required or necessary to determine whether or not the employee is physically able to operate a motor vehicle, the application for the license will be forwarded to the Civilian Personnel Division for review. If it is determined that a physical examination is required, an SF-78 will be prepared and sent to the Occupational Health Clinic for scheduling. A medical examination is always required for truck drivers who have not been examined in the past year and for truck drivers of certain classes of license. Employees selected for promotion to truck driver will also be examined prior to the effective date of their promotion.

7. Hearing Conservation Program. In accordance with BO 6260.4B, new and reinstated employees are required to receive an audiogram. Those employees assigned duties in a noise hazardous area operating noise hazardous equipment will, in addition, be enrolled in the Hearing Conservation Program.

a. Employees will be referred by the supervisor by use of MCBCL 5100/3 (Dispensary Permit) in duplicate, requesting an evaluation for enrollment and/or fitting of ear plugs as appropriate.

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(1) The size of the ear plugs required will be noted on the Dispensary Permit.

(2) The original of the Permit will be returned to the supervisor who will procure the ear plugs from self-service.

b. The Occupational Health Clinic will maintain appropriate records and follow-up on employees referred under the Program.

c. The employing section is responsible for providing the Occupational Health Clinic rosters of employees enrolled in the Program, updating as necessary to remain current. The Occupational Health Clinic will schedule those employees for testing at the Hearing Conservation Center.

8. Sight Conservation Program. Employees working in eye hazardous areas and who wear prescription eyewear are required to wear safety glasses.

a. Employees are referred by the supervisor to the Base Safety Office who prepares MCBCL 5103/3 (PRESCRIPTION PROTECTIVE EYEWEAR FORM) in quadruplicate.

b. The Base Safety Office schedules the employee with a qualified medical specialist under contract to perform the examination.

c. After receipt of the prescription the Base Safety Office orders the safety glasses.

d. When received, the glasses will be delivered to the Occupational Health Clinic and the Safety Officer will notify the employee to pick up the glasses from the clinic.

e. The Occupational Health Clinic will ensure that the glasses provided meet the prescription and fit properly. The prescription will be filed in the employee's medical file.

f. Prescription eyewear will not be turned in upon termination or transfer of the employee.

9. Competence-for-Duty Examination. Procedures for obtaining medical evaluations of employees suspected of reporting for duty or being on duty under the influence of intoxicants are contained in BO 12752.1.

10. Medical Treatment

a. When a civilian employee sustains a personal injury while in the performance of duty, he/she is entitled to full medical care for effects of the injury under the Federal Employees' Compensation Act. The term "injury" includes a disease which is proximately related to the duties of the employee. Employees who have been absent from work due to an occupational illness will be examined before they are permitted to begin work. Procedures for obtaining treatment and returning to work are contained in BO 12810.1A.

b. Employees may be authorized by their supervisors to visit the Occupational Health Clinic, Building 65 during scheduled work hours for reasons other than treatment or examination for an on-the-job injury (i.e., emergency diagnosis or first treatment) when such becomes necessary during working hours and falls within the competence and facilities of the professional staff of the Occupational Health Clinic. Employees are granted up to one hour for such visits. Absence in excess of one hour will be charged to sick leave, annual leave or leave without pay.

ENCLOSURE (1)

HAZARDOUS OCCUPATIONS

The following is a partial list which may serve as a guide of the occupations now considered to entail hazards to the personnel involved.

OCCUPATION OR CHARACTER OF WORK

- (1) Handling radium or radioactive luminous compounds.
- (2) X-ray operators.
- (3) Cutting and welding painted or coated materials containing lead.
- (4) Spraying lead and non-lead pigmented paint.
- (5) Crane operators. Operations on scaffolding.
- (6) Enginemen (hoisting and portable).
- (7) Firefighters.
- (8) Benzol Processes.
- (9) Cable splicers, solderers, linotype operators and remelt men.
- (10) Lead azide workers and others engaged in handling of explosives.
- (11) Foundry workers and sandblasters (silicone exposure).
- (12) Pest control mixers and applicators.
- (13) Operators of nuclear reactors and radar equipment.
- (14) Buffers and polishers, magnoflux operators, pipe coverers (asbestos).
- (15) Electroplate operators.
- (16) Paint stripping operations.
- (17) Chlorinated hydrocarbons processes.
 - (a) Trichlorethylene processes.
- (18) Waxes, pitches and tars.
- (19) Cold room workers.
- (20) Excessive noise.
- (21) Motor vehicle operators.
- (22) Aviation technical observers.
- (23) Personnel exposed to possible radiation associated with particle accelerators, nuclear reactors, and radar equipment.

ENCLOSURE (2)